

ALABAMA BOARD OF COSMETOLOGY

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National Instructor Examination Candidate Information Bulletin

Revised 1/07. Replaces all previous information.

This bulletin contains important information regarding the NIC National Instructor Practical Examination content and administration. **Please review all information carefully.**

Important Instructions

Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **You must sign in and out of the examination room for restroom usage.**

Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.

All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.

Candidates must prepare a lesson plan for the Theory Lecture and a lesson plan for the Demonstration. Candidates will receive the topic assignments approximately ten (10) days prior to the scheduled examination. The Theory Lecture and Demonstration assignments will be on different subject areas and topics. Candidates must bring **three** copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.

Candidates are responsible for providing any additional items that you may need for your Theory lecture and Demonstration Lecture (i.e., mannequins, products, flip charts, etc.)

Candidates will be given ten minutes to set up for the Theory Lecture and ten minutes to set up for the Demonstration Lecture.

The verbal instructions will be read twice for each section of the examination. Once you have completed all tasks in the section please indicate that you are finished and the examiners will proceed to the next section of the examination.

Candidates must follow all appropriate public protection and infection control procedures during all

phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.

Talking with the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.

Manufacturer's labels are required on all disinfectants and sanitizers.

Mannequin(s)

If you are required to bring a mannequin head(s), it is the candidate's responsibility to appear at the practical examination with the mannequin head(s).

If you are required to bring a mannequin hand(s), it is the candidate's responsibility to appear at the practical examination with the mannequin hand(s). Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

Instructor Practical Examination Content Sections

The scope of the NIC Instructor Practical Examination includes 4 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Theory lesson plan
Theory Lecture
Demonstration Lesson Plan
Demonstration

Theory Lesson Plan (10 minutes)

Verbal Instructions:

"Please hand the examiner 1 copy of the lesson plan that you have prepared for today's lecture, you may retain one copy."

"You will have 10 minutes to set up your classroom for the lecture."

"You will be informed when you have 5 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Lesson plan will be evaluated on the following tasks:

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics)
- Lists assigned topic
- Lists appropriate time required specific to assignment (20 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "Student will be able to. . .")
- Lists reference(s) used by instructor to prepare for lesson
- Lists teaching/visual aid(s) relevant to assigned topic
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists vocabulary word(s) relevant to topic
- Lists reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)

Theory Lecture (20 minutes)

Verbal Instructions:

"Now that you have completed your set up you may begin your theory lecture."

"You will be evaluated for proper implementation of the assigned theory lesson topic."

"You will be evaluated for content, presentation, and communication skills."

"You will be expected to use appropriate teaching methods and instructional teaching aids."

"You will be expected to convey proper safety and infection control procedures."

"You will have 20 minutes to complete this section."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Procedures and Content

- States lesson topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to. . .")
- Presents reason(s) why the topic is important for the students (e.g., client retention, safety, money, etc.)
- Uses teaching aid(s) to focus students' attention
- Teaching aid(s) are visible to all students
- Explains safety and client protection procedure(s) listed in lesson plan
- Uses professional vocabulary relevant to topic
- Defines vocabulary word(s) as outlined in lesson plan
- Presents steps of procedure in correct order
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Confines lecture to assigned topic
- Covers complete content of lesson plan
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)
- Summarizes theory lecture (e.g., re-states key point, paraphrases lesson plan, etc.)
- Follows time frame for assignment (20 minutes)

Verbal Instructions after Instructor has concluded the Theory Lecture:

"Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Instructions for your demonstration lecture will be read by a different Examiner when the Examiners change rooms."

Demonstration Lesson Plan (10 minutes)

Verbal Instructions:

"Please hand the examiner 1 copy of the lesson plan that you have prepared for today's demonstration lecture, you may retain one copy."

"You will have 10 minutes to set up your classroom for the demonstration lecture."

"You will be informed when you have 5 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Lesson plan will be evaluated on the following tasks:

- Lists course title (e.g., Cosmetology, nail Technology, Esthetics)

- Lists assigned topic
- Lists appropriate time required specific to assignment (30 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to. . .")
- Lists reference(s) used by instructor to prepare for lesson
- Lists supplies, implements, equipment, and/or teaching/visual aid(s) needed for lesson
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists reason(s) why topic is important for student(s) (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)

Demonstration (30 minutes)

Verbal Instructions:

"Now that you have completed your set up you may begin your demonstration lecture."

"You will be evaluated for proper implementation of the assigned demonstration lecture lesson topic."

"You will be evaluated for proper procedures, content, presentation, and communication skills."

"You will be expected to use appropriate teaching methods and instructional teaching aids."

"You will be expected to convey proper safety and infection control procedures."

"You will have 30 minutes to complete this section."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

Procedures and Content

- States demonstration topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to. . .")
- Presents reasons why topic is important for students (e.g., client retention, safety, money, etc.)
- Identifies implements, supplies, equipment and/or teaching/visual aid(s) needed to demonstrate assigned topic
- Demonstrates and explains safety and client protection procedure(s) listed in lesson plan
- Demonstrates steps of procedure for topic in correct order
- Simultaneously demonstrates and explains assigned topic
- Confines demonstration and explanation to assigned topic
- Demonstration can be observed by all students
- Uses professional terminology relevant to topic
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)
- Summarizes demonstration lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (30 minutes)

Final Cleanup

Verbal Instructions:

"This concludes the National Practical Examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

Scoring

A scaled score of 80 is required on each of the written and practical examinations. The score for each of the two examinations is based upon the total number of points earned on that examination. All candidates must achieve the overall passing score to be assigned a "pass" status on that examination. All candidates must pass both examinations to be eligible for licensure. No pass or fail decisions are made on individual content areas or services within the examinations, but only on the overall score. If a candidate fails one of the examinations, the candidate is required to retake only the failed examination in its entirety.

If a candidate fails one or both of the examinations twice, the candidate must complete additional training/schooling and is required to submit a new Application for Examination in order to retake both the written and practical examinations.

Examination Results

Examination results will be mailed within **three (3) weeks** after the examination. To ensure confidentiality, scores will **not be released** over the telephone. Your score report will identify the results of your examination as “pass” or “fail.”

If you have passed both examinations, the Alabama State Board of Cosmetology will mail you a “Congratulations” letter to you. **Complete and mail** this Congratulations letter back to the office with \$15.00 (Money Order or Cashier's Check **ONLY**) in order to receive your license.

If you have failed your examination, you will receive a form to return to retake the examination. You will need to **return the form** with the correct examination fee listed on the form.

Any applicant who fails the state board examination on the second attempt shall complete an additional 375 clock hours in the appropriate school or complete an additional 600 clock hours of training in the appropriate salon before a third attempt is permitted. On a third attempt, an applicant shall be required to take the entire examination.

Candidates with Special Needs

If a disability prevents you from taking the examination under normal conditions, you may request special accommodations. You must submit a **written request** for special accommodations explaining your disability and the type of accommodations that are needed. Attach support documentation of the diagnosis from a health care professional. Your request must be received with your application by the Examination Department.

Examination Fee Refund Policy

If you do not attend your scheduled examination or cannot be admitted, your examination fee will be forfeited. To be rescheduled you must notify the Board Office **IN WRITING** with the correct examination fee.

If you wish to reschedule your examination, written documentation must be received by the Examination Department.

Instructor References

Master Educator Student Course Book, 2001
Milady, an imprint of Thomson Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

Salon Fundamentals
Pivot Point's Mindful Teaching Program
2002-2005
Chicago, IL 60626
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nictesting.org